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Mack T. Bulldog

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Name is larger than other font, contact information at top of page



CAREER SUMMARY

Collaborative, detail-oriented professional with excellent customer service skills. Experience in the accounting industry, including revenue management, tax preparation, and office management.

EDUCATION

Gardner-Webb University, Boiling Springs, NC

Bachelor of Science Degree in Finance

Minor: Accounting

Anticipated Graduation: May 2020

Only include college degrees in progress or completed.



WORK EXPERIENCE

Treasurer

May 2016-Present

Institute of Management Accountants, Gardner-Webb University, Boiling Springs, NC

- Manage annual budget of \$5,000 including allocation of funds and revenue generating fundraisers.
- Plan logistical aspects of national conference including travel and accommodation research and booking
- Recruit new members by conducting presentations in University 111 classes.
- Serve as liaison between GWU and conference officials.

Intern

Summer 2017

ABC Accounting Firm, Atlanta, GA

- Assisted staff CPA's with processing financial data, writing and editing correspondence, and tracking new clients.
- Met with new clients to establish initial working relationship and obtain new client information.

Cashier

Seasonal 2015-2016

McDonalds, Charleston, SC

- Handled currency and credit transactions quickly and accurately.
- Communicated clearly and positively with coworkers and management.
- Built loyal clientele through friendly interactions and consistent appreciation.

Skills are demonstrated with each job. Current jobs should be in present tense. Prior jobs should be in past tense.



SKILLS

Quicken and Lotus Notes, Microsoft Office, Public Speaking, Leadership, Communication

HONORS/ACTIVITIES

2016-2018	Delta Mu Delta, Secretary 2018
2015-2018	Dean's List
2015-2018	Division I Athlete: Swimming
2017	Feeding Kids Cleveland County

Highlight achievements and honors. Include volunteer experience, clubs, etc.



References available upon request.